

APPENDIX K**DESK-TOP PROCEDURES TO COMPLETE THE CYCLIC MANAGEMENT REPORTS****A. General**

1. The procedures in this appendix serve as a desktop procedure to help the disbursing/finance clerk to correct or maintain accounts that appear on the ICR. Its intent is to guide the disbursing/finance clerk in reviewing and completing the cyclic management reports. It is not the only way in which some of these conditions can be completed; however, compliance with these guidelines should result in the successful completion of the various conditions.

2. The disbursing/finance officer's receipt of an ICR gives the disbursing/finance officer the authority to take any action necessary to correct the member's account (it does not require the solicitation of a NAVMC 11116 from the commanding officer before the disbursing/finance officer makes an adjustment). However, there may be occasions when the commanding officer will need to be involved.

3. These procedures provide an outline to follow to complete all disbursing officer inconsistent conditions. When possible, examples of the various MCTFS pages (TRS, LES, diary retrieval, etc.) are provided to illustrate what the disbursing/finance clerk should look for when working a specific condition.

4. To be consistent, the following ICRs appear in the same standard format that is described below. Each ICR example will:

- a. Identify the inconsistent condition and its purpose.
- b. Identify the English description that accompanies the actual ICR.
- c. Define what the condition/error represents.
- d. Identify the required corrective action that the finance clerk should take.

5. Contact DFAS-PSMP/KC (Policy and Procedures Branch) with questions or suggestions.

B. Inconsistent Condition Report (ICR) -- D01

1. Marine Reenlisted. Verify to determine if the current leave account considered all leave used, paid and accrued. Adjust leave account if necessary.

a. Definition. Effective January 1, 1996, the maximum number of days' leave a member can accrue per month is 2.5 days. This report identifies everyone who reenlisted in the previous month; e.g., if you are working the report in February, the majority of the cases

*October 19, 2006

that you will be reviewing will have reenlistment situations from January. (Note -- There may be a few exceptions, e.g., those Marines that reenlisted between February 1 and the end of month update and extract process (U&E) which runs approximately February 6.)

b. Action

(1) Print the top portion of the previous two LESs; e.g., if you are working the report in February you want to look at the December and January LESs. (The Marine reenlisted in January.)

(2) Verify the leave balance on December 31. Add 2.5 days to this figure and that should be your leave balance on 31 January. The only time this would not be the case is if:

(a) The member took leave in January, so reducing the leave balance by the number of days leave taken. The remaining number should be the leave balance on January 31.

(b) The member sold lump-sum leave (LSL), reducing the leave balance by the number of days leave sold. The remaining number should be the leave balance on January 31.

(c) Finally, if the member actually reenlisted during the month that you are working the report (e.g., you are working the report in February and the member reenlisted during the period February 1 through the day prior to the date that the end of month U&E was processed) the member will show up on the ICR and his/her leave balance will go to "0." If this happens you will not be able to verify the leave balance at that time. Make a copy of the ICR to be retained in "tickler" file and verify the leave balance when the next months' LES arrives. In this particular case, that would be the February LES.

(3) If the leave balance is not correct after taking the preceding steps, you need to do a leave balance adjustment reporting STRT LV BAL ADV (TTC 549) or STRT LV BAL DUE (TTC 550).

2. Illustration 1. The following ICR was received on a member that reenlisted on 20010106:

TTC: 469 - INCONSISTENT CONDITION DO1 - ENLISTED ACCEPT DT = 20010106
ADC-NR: 4185637 - MEMBER REENLISTED. VERIFY TO DETERMINE IF
CURRENT LEAVE ACCOUNT CONSIDERED ALL LEAVE USED, PAID AND
ACCRUED. ADJUST LEAVE ACCOUNT IF NECESSARY.

Here is what the member's December 2000 and January 2001 LESs looked like:

*October 19, 2006

```

TCEPLES0    USMC LES FOR SSN: 000000000 FOR 1-31 DEC 2000    DATE: 04/05/2001
USER: TFSPC1    INFORMATION IN SECTIONS A THROUGH N PAGE 1    TIME: 07:38:11
NAME: REENLISTED    IMGONNA Z
PLT: ORDN    ***** LEAVE INFO *****    ***** INCOME AND TAXES *****
MCC: G62    BROUGHT FORWARD: 44.0    FEDERAL EXEMPTION: S-01
RUC: 03041    LV EARNED: 2.5    STATE EXEMPTION: S-01
    LV USED: .0    STATE CODE: ME
RANK: SGT    LV BALANCE 46.5
YRS SVC: 06    TXBL INC THIS PRD: 1,614.50
    MAX LV ACCRUAL: 13.5    TAXABLE INC YTD: 19,937.20
PEBD: 19930104    LEAVE LOST: .0    FEDERAL TAX YTD: 2,173.08
CRA DTE: 19980428    CAREER LV SOLD: 19.0    SOC SEC WG THIS PRD: 1,614.50
ECC DTE: 20010608    CBT LEAVE: .0    SOC SEC WAGES YTD: 19,937.20
    SOC SEC TAX YTD: 1,236.11

```

```

TCEPLES0    USMC LES FOR SSN: 000000000 FOR 1-31 JAN 2001    DATE: 04/05/2001
USER: TFSPC1    INFORMATION IN SECTIONS A THROUGH N PAGE 1    TIME: 08:38:04
NAME: REENLISTED    IMGONNA Z
PLT: ORDN    ***** LEAVE INFO *****    ***** INCOME AND TAXES *****
MCC: G62    BROUGHT FORWARD: 47.0    FEDERAL EXEMPTION: S-01
RUC: 03041    LV EARNED: 2.0    STATE EXEMPTION: S-01
    LV USED: .0    STATE CODE: ME
RANK: SGT    LV BALANCE: 49.0
YRS SVC: 08    EXCESS LV: .0    TXBL INC THIS PRD: 2,348.00
    MAX LV ACCRUAL: 118.0    TAXABLE INC YTD: 2,348.00
PEBD: 19930104    LEAVE LOST: .0    FEDERAL TAX YTD: 282.83
CRA DTE: 19980428    CAREER LV SOLD: 19.0    SOC SEC WG THIS PRD: 2,348.00
ECC DTE: 20050105    CBT LEAVE: .0    SOC SEC WAGES YTD: 2,348.00

```

As shown on the member's December 2000 LES, there was a leave balance of 46.5 days. The January 2001 leave balance shows a "Brought Forward" balance of 47.0 days and only 2.0 day of leave earned. The reason the leave balance "Brought Forward" increased 0.5 days to 47.0 days from the ending leave balance of 46.5 on the December LES is because the MCTFS accrues leave from the first of the month through the day of discharge. In this case, January 6, 2001, (6 days = 0.5 leave accrual plus 46.5 = 47.0). The new leave account begin date of January 7, 2001, then accrues 2.0 days through the end of the month. However, if you follow the instructions in paragraph B1.b above, and take the ending leave balance in December (46.5) and add 2.5 days for leave earned in January, the ending balance should be 49.0 days. And as you can see, that is what the member's actual leave balance is as of January 31. This member's leave balance adjusted properly.

3. Illustration 2. The following ICR was received on a member that reenlisted on 20010126 and the member had a period of annual leave in January:

```

TTC: 469 - INCONSISTENT CONDITION DO1 - ENLISTED ACCEPT DT = 20010126
ADC-NR: 4189527 - MEMBER REENLISTED. VERIFY TO DETERMINE IF
CURRENT LEAVE ACCOUNT CONSIDERED ALL LEAVE USED, PAID AND
ACCRUED. ADJUST LEAVE ACCOUNT IF NECESSARY.

```

Here is what the member's December 2000 and January 2001 LESs and the TRS option "L" look like:

*October 19, 2006

```

TCEPLES0    USMC LES FOR SSN: 000000000 FOR 1-31 DEC 2000    DATE: 04/05/2001
USER: TFSPC1    INFORMATION IN SECTIONS A THROUGH N PAGE 1    TIME: 09:01:44
NAME: LEAVE      REENLISTED I
PLT: PTMU        ***** LEAVE INFO *****
MCC: G70         BROUGHT FORWARD: 55.5    ***** INCOME AND TAXES *****
RUC: 06117       LV EARNED: 2.5    FEDERAL EXEMPTION: S-00
                 LV USED: .0    STATE EXEMPTION: S-00
                 LV BALANCE 58.0    STATE CODE: PA
RANK: GYSGT      EXCESS LV: .0    TXBL INC THIS PRD: 2,514.00
YRS SVC: 16      MAX LV ACCRUAL: 22.5    TAXABLE INC YTD: 29,436.04
PEBD: 19840223   LEAVE LOST: .0    FEDERAL TAX YTD: 4,260.16
CRA DTE: 19841217 CAREER LV SOLD: 30.0    SOC SEC WG THIS PRD: 2,514.00
ECC DTE: 20010929 CBT LEAVE: .0    SOC SEC WAGES YTD: 29,436.04
                 SOC SEC TAX YTD: 1,825.03

```

```

TCEPLES0    USMC LES FOR SSN: 000000000 FOR 1-31 JAN 2001    DATE: 04/05/2001
USER: TFSPC1    INFORMATION IN SECTIONS A THROUGH N PAGE 1    TIME: 09:15:03
NAME: LEAVE      REENLISTED I
PLT: PTMU        ***** LEAVE INFO *****
MCC: G70         LV BALANCE 57.5    ***** INCOME AND TAXES *****
RUC: 06117       LV EARNED: .0    FEDERAL EXEMPTION: S-00
                 LV USED: .0    STATE EXEMPTION: S-00
                 LV BALANCE: 57.5    STATE CODE: PA
RANK: GYSGT      EXCESS LV: .0    TXBL INC THIS PRD: 2,607.00
YRS SVC: 16      MAX LV ACCRUAL: 120.0    TAXABLE INC YTD: 2,607.00
PEBD: 19840223   LEAVE LOST: .0    FEDERAL TAX YTD: 385.92
CRA DTE: 19841217 CAREER LV SOLD: 30.0    SOC SEC WG THIS PRD: 2,607.00
ECC DTE: 20050125 CBT LEAVE: .0    SOC SEC WAGES YTD: 2,607.00
                 SOC SEC TAX YTD: 161.63
PAY GROUP: 013   ** FORECAST AMOUNTS **    MEDICARE WG THIS PRD: 2,607.00
DSSN: 6187      DATE: 20010215    MEDICARE WAGES YTD: 2,607.00
                 AMT: 1,062.00    MEDICARE TAX YTD: 37.80
DATE PREPARED:  DATE: 20010301    STATE WAGES YTD: 2,607.00
20010206         AMT: 1,045.00    STATE TAX YTD: .00

```


*October 19, 2006

BROUGHT FWD	.67				
ENTITLEMENTS					
BASIC PAY	2,607.00	START 20010101	AMOUNT 2,607.00		
PRO/SEP RATIONS	237.46	START 0001 20010101	AMOUNT 7.66		
LEAVE RATIONS	22.98	START 20010109	STOP 20010111		
		AMT 7.66			
TOTAL	2,867.44				
DEDUCTIONS					
INSURANCE ALLOT	95.00	009 GPM LIC			
DENTAL INSURANCE	19.08	800 UCCI DENTAL			
		START 20010101	AMOUNT 19.08		
FITW (FED TAX)	385.92				
SOCIAL SECURITY	161.63				
MEDICARE	37.80				
SGLI \$200,000	16.00				
PRO/SEP RATIONS	22.98	START 0001 20010109	STOP 2359 20010111		
		AMT 7.66			
USN/MC RET. HOME	.50				
TOTAL	738.91				
PAYMENTS		DATE	DSSN	VOU	RUC/PRNO
REGULAR PAYMENT	1,067.00	20010201	6102	0000030008	00001008
REGULAR PAYMENT	1,060.00	20010112	6102	0000030007	00001007
TOTAL	2,127.00				
CARRIED FWD	2.20				
MBR IS ENTITLED TO CONUS COLA. COMPUTED AMT IS \$0.00					
MEMBER ASSIGNED TO ADEQUATE GOVERNMENT QUARTERS.					
"FOR INFORMATION ON THE NEW TRICARE DENTAL PROGRAM, PLEASE CALL					
UNITED CONCORDIA AT 1-800-866-8499 (CONUS) OR LOG ON TO					
WWW.UCCI.COM."					
"PUBLIC LAW 106-419 PROVIDES AN OPPORTUNITY FOR PERSONNEL WITH					
VEAP ACCOUNTS TO ENROLL IN THE MGIB. CALL YOUR BASE EDUCATION					
OFFICE, PERSONNEL, OR CO FOR DETAILS."					

The member's leave balance on December 31 was 58.0 days but the January LES shows that the balance brought forward is 57.5 and the January 31 leave balance is also 57.5. However, the entitlements portion of the January LES shows a leave period of 20010109 through 20010111 for 3 days. Note: Any time a leave period posts in the month that a reenlistment is effective (which establishes a new "leave account begin date") if the leave days were prior to reenlistment (new leave account begin date) they will not post to the top portion of the LES; however, the number of days of leave taken will be deducted from the members leave balance. This can be verified by taking the member's leave balance as of December 31 (58.0 days) and adding the leave earned for January (2.5 days) which equals 60.5 days. However, in this scenario, the member took 3 days of leave from January 9 through January 11 so these days must be deducted from the 60.5, (60.5 - 3.0) which equals 57.5 days. The January LES illustrates the proper leave balance of 57.5. The TRS option "L" can also be reviewed to ensure that the leave has posted properly.

*October 19, 2006

TRSPRM08-01
TFSP01REMARK SUMMARY
CATEGORY L02/27/2001
14:18:08

SSN: 0000000000 NAME: LEAVE REENLISTED I

--- LEAVE ACCOUNT ---

LEAVE BF:	57.5	LV ACCRUAL:	.0	NON ACCRUAL:	.0
LEAVE USED:	.0	ADVANCE LEAVE:	.0	LEAVE BALANCE:	57.5
TOTAL LSL PAID:	30.0	LEAVE DROPPED:	.0	TIME LOST:	.0
EXCESS LEAVE:	.0	SAVE LV BAL:	.0	TOT SV LV USED:	.0
TOT SV LV PAID:	.0	CBT LV BAL:	.0		

--- LEAVE PERIODS ---

ACCT STAT	TYPE	FLAG	FROM	TO	NUMBER
FLAG			TIME DATE	TIME DATE	DAYS
CONSIDERED ANNL	ACTUAL	0001	20010109 2359	20010111	3.0
CONSIDERED ANNL	ACTUAL	0001	20001025 2359	20001026	2.0
CONSIDERED ANNL	ACTUAL	0001	20001018 2359	20001020	3.0

4. Illustration 3. The following ICR was received on a member that reenlisted on 20010202:

TTC: 469 - INCONSISTENT CONDITION DO1 - ENLISTED ACCEPT DT = 20010202
 ADC-NR: 4198553 - MEMBER REENLISTED.VERIFY TO DETERMINE IF
 CURRENT LEAVE ACCOUNT CONSIDERED ALL LEAVE USED, PAID AND
 ACCRUED. ADJUST LEAVE ACCOUNT IF NECESSARY.

Here is what the member's December 2000 and January 2001 LES looked like:

```

TCEPLES0  USMC LES FOR SSN: 000000000 FOR 1-31 DEC 2000  DATE: 04/05/2001
USER: TFSPC1  INFORMATION IN SECTIONS A THROUGH N PAGE 1  TIME: 09:54:37
NAME: ZERO    BALANCE I
PLT: HSEC     ***** LEAVE INFO *****
MCC: 121      BROUGHT FORWARD: 50.0  ***** INCOME AND TAXES *****
RUC: 11001    LV EARNED: 2.5          FEDERAL EXEMPTION: S-01
              LV USED: .0            STATE EXEMPTION: S-01
              LV BALANCE 52.5        STATE CODE: AL
RANK: SGTMAJ  EXCESS LV: .0          TXBL INC THIS PRD: 4,031.63
YRS SVC: 26   MAX LV ACCRUAL: 21.5     TAXABLE INC YTD: 48,270.73
PEBD: 19730201 LEAVE LOST: .0          FEDERAL TAX YTD: 8,779.15
CRA DTE: 19730605 CAREER LV SOLD: 60.0  SOC SEC WG THIS PRD: 3,915.90
  
```

*October 19, 2006

```

TCEPLES0    USMC LES FOR SSN: 000000000 FOR 1-31 JAN 2001    DATE: 04/05/2001
USER: TFSPC1    INFORMATION IN SECTIONS A THROUGH N PAGE 1    TIME: 10:10:21
NAME ZERO      BALANCE I
PLT: HSEC      ***** LEAVE INFO *****
MCC: 121        BROUGHT FORWARD: 52.5
RUC: 11001      LV EARNED: .0
                LV USED: .0
                LV BALANCE: .0
RANK: SGTMAJ    EXCESS LV: .0
YRS SVC: 26     MAX LV ACCRUAL: 60.5
                LEAVE LOST: .0
PEBD: 19730201  CAREER LV SOLD: 60.0
CRA DTE: 19730605 CBT LEAVE: .0
ECC DTE: 20030201

                ***** INCOME AND TAXES *****
                FEDERAL EXEMPTION: S-01
                STATE EXEMPTION: S-01
                STATE CODE: AL
                TXBL INC THIS PRD: 4,060.80
                TAXABLE INC YTD: 4,060.80
                FEDERAL TAX YTD: 725.32
                SOC SEC WG THIS PRD: 4,060.80
                SOC SEC WAGES YTD: 4,060.80

```

The member's December 31 leave balance was 52.5 days; however, the January 2001 LES reflects a leave balance of .0. As stated in paragraph B1.b(2)(c) above, this happened because the member actually reenlisted in February and we are looking at a January LES. You will need to make a copy of this ICR and place it in a "tickler" file. Upon receipt of the February LES verify that the leave balance adjusted properly.

```

TCEPLES0    USMC LES FOR SSN: 000000000 FOR 1-28 FEB 2001    DATE: 04/04/2001
USER: TFSPC1    INFORMATION IN SECTIONS A THROUGH N PAGE 1    TIME: 07:35:02
NAME ZERO II    BALANCE I
PLT: HSEC      ***** LEAVE INFO *****
MCC: 121        BROUGHT FORWARD: 55.5
RUC: 11001      LV EARNED: 2.0
                LV USED: .0
                LV BALANCE: 57.5
RANK: SGTMAJ    EXCESS LV: .0
YRS SVC: 26     MAX LV ACCRUAL: 58.0
                LEAVE LOST: .0
PEBD: 19730201  CAREER LV SOLD: 60.0
CRA DTE: 19730605 CBT LEAVE: .0
ECC DTE: 20030201

                ***** INCOME AND TAXES *****
                FEDERAL EXEMPTION: S-01
                STATE EXEMPTION: S-01
                STATE CODE: AL
                TXBL INC THIS PRD: 4,060.80
                TAXABLE INC YTD: 8,121.60
                FEDERAL TAX YTD: 1,450.64
                SOC SEC WG THIS PRD: 4,060.80
                SOC SEC WAGES YTD: 8,121.60
                SOC SEC TAX YTD: 503.54
                MEDICARE WG THIS PRD: 4,060.80
                MEDICARE WAGES YTD: 8,121.60
                MEDICARE TAX YTD: 117.76
                STATE WAGES YTD: 8,121.60
                STATE TAX YTD: 297.72

** FORECAST AMOUNTS **
PAY GROUP: 013  DATE: 20010315  AMT: 1,562.00
DSSN: 6187      DATE: 20010330  AMT: 1,568.00
DATE PREPARED:  DATE: 20010306  AMT: 1,568.00

```

As is illustrated above, the member's leave balance at the end of February is 57.5, which is correct (the leave balance as of December 31 is 52.5 plus 5.0 days of leave accrual for January and February 2001, which equals 57.5 days).

C. Inconsistent Condition -- D03

1. This ICR occurs when a liquidation of indebtedness has been in suspense in excess of 220 days. An application for remission and waiver of indebtedness may or may not have been submitted. Ninety-nine percent (99%) of the remission and waivers of indebtedness received by DFAS-POCT/DE are processed within 90 days.

2. Action

a. The finance officer having responsibility for the pay account is to contact the DFAS-POCT/DE and inquire about the status of the application. DFAS-POCT/DE may be reached at DSN 926-6293/6654 or (303) 676-6293/6654.

b. If final action has been taken, find out

3. Waiver of Indebtedness Application Not Received by DFAS-POCT/DE

a. If DFAS-POCT/DE has not received the application for remission and waiver of indebtedness, contact the finance officer who suspended the liquidation of indebtedness and find out if an application for remission and waiver of indebtedness was submitted to DFAS-POCT/DE. Finance Officer's are required to retain a copy of the application until final action has been taken.

b. Request that the finance officer who suspended the liquidation of indebtedness waiver application send a copy to DFAS-POCT/DE as soon as possible. Their telefax number is DSN 926-7052 or (303) 676-7052. Also, have the finance officer forward a copy to your office for your office files until final action has been taken.

4. Submit New Remission and Waiver of Indebtedness Application

a. When the previous remission and waiver of indebtedness application can not be recovered, the current finance officer is required to submit a new waiver application. The current finance officer will contact the member or the member's current personnel officer to have the member submit a new waiver application .

b. If a member does not submit a new waiver application within 30 calendar days of notification, contact DFAS-POCT/DE and begin collection action on the debt.

D. Inconsistent Condition -- D041. Member Joined Unit And Elapsed Time Has Not Been Reported In A Timely Manner

a. Definition. This report occurs when 45 days has expired from the date the member has joined a unit and no elapsed time has been reported.

b. Background. On average, this report comprises nearly 50 percent of the entire ICR. This is primarily due to the fact that, although travel vouchers may be in the respective finance and disbursing offices, the actual elapsed time entry is not being reported in a timely manner. This creates the DO4 condition and, in turn, creates additional work for the finance clerk. The following illustration is provided:

(1) The finance clerk does not report the elapsed time that they have in

their possession (RESULT).

(2) The member's information appears on the ICR (RESULT).

(3) The finance clerk reports a worst case scenario (WCS) off of the ICR.

(4) The finance clerk eventually reports the elapsed time period from the actual travel voucher but does not check to see if a prior period of elapsed time has been reported (RESULT).

(5) The elapsed time period reported from the travel voucher by the finance clerk fails (master error control file (MECF)) as the period had already been reported when the ICR was worked, unfortunately that was the incorrect information, e.g., WCS (RESULT).

(6) The finance clerk must delete the MECF.

(7) The finance clerk must also do a report a correct "start PCS" entry.

If the elapsed time entry is reported promptly, then none of these other issues arise. This can not be overstressed as it is the single most time saving measure that can be taken and will reduce the number of transactions on the ICR by 50 percent. By not reporting the elapsed time in a prompt manner, the finance clerks subject themselves to additional work.

2. The following procedures are to be followed when an ICR DO4 condition is received because the disbursing/finance office did not receive the member's travel voucher.

a. Action

(1) Access the Diary Retrieval System (DRS).

(2) Select option "06" and request TTC 520.

(a) If the elapsed time has been reported for the period in question, print the page and attach it to the report or annotate the report with the following:

ELAPSED TIME PREVIOUSLY REPORTED ON UNIT DIARY # _____ DTD_____.

(b) If the elapsed time period has not been reported, a message will be displayed stating "THERE ARE NO DIARY ENTRIES FOR THE REQUESTED TTC."

(c) If there was not a TTC 520 (elapsed time) reported, make sure the member's travel voucher is not in the finance/disbursing office waiting to be worked. If it is

*October 19, 2006

in the office, report the elapsed time based on the information contained on the travel voucher, even if the claim is in a discrepancy noted status, and annotate the report accordingly.

b. No Voucher Available. If you determine that there is not a voucher in-house, either attach the DRS page, indicating no diary entries were reported or annotate on the ICR that there were "NO DIARY ENTRIES FOR THE REQUESTED TTC." Then report the appropriate WCS based on the dates provided on the ICR. A detailed history statement must be provided. See the below illustration and the example provided. Finally, forward a pay advisory to the administrative unit advising them to have the member settle their travel.

NOTE: Only credit the member with one day of travel. The remaining days should be charged as leave unless the member is authorized proceed time per MCO P1000.6G, (ACTSMAN) par. 4301.2 (e.g., all E-4s over 2 years' of service and all E-4s under 2 years' of service that have dependents prior to the effective date of orders, are entitled to proceed time). The exception would be if the member had TDY enroute, then you must report TD.

3. Illustration 1. Example of what the actual ICR condition will look like:

TOLPKY03-1	(MCTFS) DIARY RETRIEVAL SYSTEM	02/28/2001
TFSP01	RUC/DSSN: D6187 DPI: DO-RUC: 06015	15:19:03

DIARY/PAYROLL	EFF	ACT	CYC	CODES	ADV	ANALYST
SSN	NUMBER	DATE	DATE	DATE	NR CP/COR/TYP	ERR CODE
0000000000	88888	20010207	20010207	20010207	023 3	C

NAME: ELAPSED TT

TTC: 469 - INCONSISTENT CONDITION D04-**DETACH LAST CMD DATE = 20001101**

PRESENT UNIT JOIN DATE = 20001128

HIST: NONE

ADC-NR: 4205886 - MEMBER JOINED UNIT AND ELAPSED TIME HAS NOT BEEN REPORTED.

4. In the above illustration the member was an E-3 W/Out DEPN. The worst case scenario should reflect: 0002 20001101 DE25 TRO1 2358 20001128. The finance officer is required to report adjustments to certain entitlements that are potentially impacted by a PCS move. For example, adjustments to BAH PCS, CONUS COLA, FSA and the discounted meal rate (DMR), if required, should be reported.

*October 19, 2006

*Note. If the FO/DO made adjustments to the MMPA based on information obtained from a statement in lieu of a settled PCS travel voucher, ICR D04 condition, or a settled temporary additional duty (TAD) excess voucher they must, after receipt of the actual PCS travel voucher, verify that the previous information that was reported is in-fact correct.

E. Inconsistent Condition -- D06

1. Verify Excess Leave For Proper Computation Of Pay And Allowances And Leave Balance

a. Definition. This ICR occurs when the member is in an excess leave status due to the member taking more days of leave that can be earned during the member's enlistment.

b. Action. Before you take any action, ensure that the member is in an excess leave status. Often, a member has reenlisted but, due to administrative error, the reenlistment is never reported (member's old ECC is in the system not allowing any further leave accrual). Per DFAS-KC 7200.31-R (MCTFS APSM), the member had no intent of being charged excess leave, but wanted their advance leave status carried forward into their new contract. However, due to the non-reporting of the reenlistment, the member is being charged excess leave erroneously.

If you can determine that the member was erroneously charged excess leave, you will have to adjust all pay and allowances, to include CRA, and correct the member's leave balance. The corrections should be reported using TTC 694/000 with the five-digit numeric code for an excess leave checkage (29900 enlisted and 18900 officer). You must also use the appropriate tax code for each individual entitlement being checked. If, however, the excess leave status is justified, ensure that the checkage of pay and allowances and the leave balance, to include excess leave, has posted correctly to member's MMPA in MCTFS. This can be accomplished by:

(1) Obtaining a copy of the LES that was issued prior to the excess leave period posting. For this example, the member's excess leave posted to the November 2000 LES. So, review the ending leave balance on the October 2000 LES, and it would show the leave balance was 10.5 days.

(2) Take the ending leave balance on the October LES (+ 10.5).

(3) Compute the maximum number of days of leave that can be accrued from 1 November 2000 through the member's ECC. In this case, the member's ECC is December 15, 2000, so the leave accrual would be (+ 4.0).

(4) Subtract the number of days of delay that were taken. In this case, the member took 16 days' delay (-16.0) (20000911-20000926).

(5) This leaves a balance of (-1.5).

(6) Now, subtract the days of nonaccrual for the excess leaves (-0.5).

NOTE: The number of days to use to determine a period of nonaccrual is determined by the number of days' excess leave that a member is in an excess leave status. In this case, the member had 1.5 days' of excess leave resulting in a nonaccrual checkage of 0.5 days. However, if the period of nonaccrual bridges two separate months, they must be considered as separate periods of nonaccrual (see paragraph 010203.B.4 of this manual.)

(7) The total number of days of excess leave that should be charged to the member is 2.0 (1.5 for excess leave + 0.5 nonaccrual).

(8) If the member was checked for 2 days' excess leave, then the member's account would be correct. If the member was not checked 2 days of excess leave, corrective action stated in paragraph D1.b, above would need to be taken.

(9) The breakdown for days of excess leave and the applicable days of nonaccrual are provided in paragraph 010203.B.1 of this manual:

NOTE: When you have a situation in which the member had a total period of excess leave (including non-accrual) which ends in one-half day (e.g. 1.5, 2.5 or 3.5) the MCTFS will check the member an extra one-half day of excess leave. For example, if the member had 3.5 days excess leave (including non-accrual), the MCTFS will check the member for 4.0 days excess leave. However, the MCTFS will re-credit the extra one-half day. The disbursing/finance officer must ensure that the one-half day credit for basic pay, BAH and leave rations, as well as checkages for one-half day for forfeitures and the MGIB are posted accordingly.

2. All CRA excess leave adjustments will be made with ICR condition D24 or upon discharge/separation.

3. See paragraph 010204 of this manual for additional information on excess leave.

F. Inconsistent Condition -- D13

*October 19, 2006

1. Date Detach Greater Than 60 Days And A Join Entry Has Not Processed - Verify Member's Status

a. Definition. This ICR occurs when a member has not reported to his/her new duty station or the administrative unit has not reported the join in a timely manner.

b. Action. Review the member's TRS option "E." Often this entry will post to the MMPA of a member whose ECC has expired. If in fact this member is past his/her ECC and is no longer on active duty, write "NAR - Member Released From Active Duty" on the ICR.

2. If the member is still on active duty, report an accrue all-central POE and stop all allotments to protect the interest of the government. (This is based on the assumption that the member is UA and has not reported to the new duty station.

G. Inconsistent Condition -- D24

1. Marine Has Excess Leave Period And Received An Annual CRA Payment -- Credit Half Day Of CRA, If Applicable

a. Background. The criteria for this condition will be modified in the future to include only excess leave remarks that fall between the CRA entitlement period. For example, terminal leave entries (LWAS) are creating future excess leave days that are generating the D24 in July when the actual excess leave date is in September.

b. Action. See the action for Inconsistent Condition -- D06. All entries dealing with excess leave should be handled in this manner. That solution covers all possible scenarios concerning excess leave, to include the half-day CRA credit.

NOTE: You need to follow the procedures for IC D06 to determine the legitimacy of excess leave and if correct, then the only entitlement you need to consider with IC D24 is the CRA.

H. Inconsistent Condition -- D25

1. POE Code Has Not Been Reported And Marine's Pay Status Code Indicates Marine Is Discharged

a. Definition. This ICR occurs when a discharged member has a unit diary entry processed that reports their discharge while an appropriate POE code is still resident in the MCTFS.

b. Action

(1) Verify that the member is discharged by reviewing TRS option "P."

(2) If the member is discharged, verify if the NAVMC 11060 is in the disbursing/finance office. If not, contact the administrative unit. Upon receipt of the NAVMC 11060, determine the member's permanent address and report TTC 698 009. This will create a POE code of 00004 which is the final POE for final payment. The report will be annotated accordingly.